

San Ramon Valley Fire Protection District



Communications Center Manager

Salary: \$8,729 to \$10,611 monthly

The San Ramon Valley Fire Protection District is an autonomous Special District responsible for providing the highest level of emergency and non-emergency services to the community in an effort to protect life, the environment, and property. The District's service area encompasses approximately 155 square miles, covering the communities of Alamo, Blackhawk, the Town of Danville, Diablo, the City of San Ramon, the southern boundary of Morgan Territory, and the Tassajara Valley all located in Contra Costa County.

Position

SRVFPD is recruiting for an individual who will serve as the Communications Center Manager. The incumbent will work under the general supervision of the Assistant Chief of Support Services, and plan, organize, administer, oversee, and supervise the operations of the communications and emergency dispatch systems in the San Ramon Valley Fire Protection District including equipment maintenance, upgrades, record keeping and quality assurance; analyze and correct system problems; manage the effective use of the Communications Center resources to improve organizational productivity and customer service; supervise staff assigned to the Communications Center; oversee the District's communications volunteer program; and perform related work as required.

Requirements

Equivalent to completion of a Bachelor's Degree from an accredited college with a major in computer science, information technology, data processing, telecommunications, electrical engineering, or closely related field, plus two (2) years of progressively responsible supervisory or program management experience, preferably in a fire department. Experience with EMD and fire agency accreditations also highly desirable.

For a job announcement & application, please e-mail request to Sarah Haskell at shaskell@koffassociates.com. For more information visit our website at www.koffassociates.com. EOE. **FINAL FILING DATE: MARCH 16, 2009.**

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